

Name: _____ Z#: _____

Position: _____

REQUIRED TRAINING

TP 9831 9835
AC 4684 103265

EP-RECORDS MANAGEMENT

		Team Member	Task Leader	Date Completed	Initials
General LANL Requirements	EDS Course #				
GET Training	5668	X	X		
Initial Security Briefing	9369	X	X		
EMS Training (TP 7215)	32461	X	X		
Annual Security Refresher	1425	X	X		
IWM Overview (TP 6957)	31881	X	X		
Substance Abuse Awareness (TP 458)	7863	X	X		
Traffic Safety and Special Materials Convoys (TP 9311)	42903	X	X		
Export Control for LANS Employees (TP 4797)	21208	X	X		
Web-Based Ethics Training	44486	X	X		
L AND Q CLEARED PERSONNEL					
Preventing Compromise Briefing	44971	X	X		
Integrated Safeguards and Security Management	44559	X	X		
ADEP Required Training					
EP-DIR-QAP-0001,R2 Quality Assurance Plan for the Env Programs	43369	X	X		
EP-DIR-SOP-2011,R3 Personnel Training and Qualification	45675	X	X		
EP-DIR-SOP-4004 R1, IPC 1 Records Transmittal and Retrieval Process	45796	X	X		
EP-DIR-SOP-4001, R4 Document Control	46049	X	X		
EP-DIR-SOP-4003, R2 Records Management	46048	X	X		
EP-DIR-SOP-5006, R0 Control of Measuring and Test Equipment	42908	X	X		
EP-DIR-SOP-8001, R0 Inspection, Test, and Acceptance	42909	X	X		
Pueblo Complex Resident Training	EDS Course #				
Pueblo BEP (TP 7766)	45751	X	X		

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EP-RECORDS MANAGEMENT

		Team Member	Task Leader	Date Completed	Initials
WES-ASSIGNED JOB/SITE SPECIFIC TRAINING	EDS Course and/or TP #				
EP-WES RECORDS MANAGEMENT TEAM REQUIREMENTS	TP 9831/AC 4684	X	X		
EP-ERSS-SOP-4003, R2 Records Management	46048	X	X		
IPP 1020.0 Document Control and Records Management	45512	X	X		
ISD 1020-1.0 Laboratory Records Management	45513	X	X		
OTHER ASSIGNED TRAINING			X		
EP-ERSS-SOP-4005 R0 Peer Review Process	40819		X		

REVIEWED AND APPROVED: _____ DATE: _____